

course catalog for judicial education

2003-2004



Judicial Department Education

Professional Development



Supreme Court of Missouri
Coordinating Commission for Judicial
Department Education



Providing quality
education to
enhance the
administration
of justice.

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Description of Courses

The following descriptions provide an overview of the objectives for each course or program for the 2004 fiscal year. After each title is listed its length in hours or days. Following each description are recommendations or prerequisites, limits to class size, and frequency in which the courses or programs are offered. For further information about registration or program content, education staff can be contacted through Lotus Notes or by the telephone numbers listed on the previous page.

Additional learning opportunities on these and other topics can be obtained by logging on to the Judicial Education Web Learning System—**JEWELS**—available through the Judicial Education Web Site. See the next page of this catalog for more information.

Judicial Education Web Learning System



The Judicial Education web site provides information on the division's services, programs, and resources to enhance the commitment to providing exceptional service. In addition, the web page provides the access point to Education's Learning Management System—**JEWELS**—a powerful tool that allows court staff to manage their professional development on-line. Staff can register for courses, check their professional development calendar, print their transcript, or launch a web-based course from their computer.

Judicial Department Education has moved quickly to expand educational programming delivered via technology to supplement the already quality "face-to-face" professional development opportunities provided to Missouri courts. Missouri Judicial Education is counted among the leaders in judicial education services throughout the nation. Delivering educational services through technology is one of the many steps Judicial Department Education is taking to ensure that Missouri continues to provide quality comprehensive education services to Missouri's judiciary. These expanded services and alternative ways of delivering educational content are a direct benefit to Missouri judicial staff as a result of the Court Automation Project. The Judicial Department Education's mandate remains the same—to provide superior educational resources for court personnel. We believe the development of the web page and access to **JEWELS** will enhance this endeavor.

To access the web page, select the Office of State Courts Administrator link from the Missouri Judiciary home page (<http://www.osca.state.mo.us/index.nsf>). Then, select the link to "Judicial Education" (blue button in the top right of the screen). If you have questions, please contact the OSCA Help Desk at 573-522-5577.

Appellate Court Education

The Appellate Court Education Committee and Judicial Department Education staff have designed the following courses to serve the needs of Missouri's appellate judges and clerks of the court. The number of CLE credits offered depends upon the topic(s) and length of each program.

Note: For program information contact Western Court of Appeals Judge Paul Spendon via Lotus Notes or telephone at (816) 889-3620.

Appellate Forum

3 days

The Appellate Forum is offered annually to appellate judges and clerks of the court. This three-day intensive seminar is designed to explore issues that impact appellate judges. The goals of the Forum are to offer insight and encourage debate on emerging issues, promote personal and professional growth through the study of ethics, and provoke thought and foster vision on courts of the future. Panel presentations encourage open discussion and lead to a free flowing exchange of ideas. Each year new topics are presented. Past topics have included Judicial Independence, Media & The Courts, Legislative Update, Court Security, and Ethics. Open to appellate judges and clerks of the court. Offered once annually.

New Law Clerk Orientation

3 contact hours

Seasoned clerks of the court and senior counsel teach this course. It offers new law clerks an infrastructure overview of their professional duties for the coming year. Past topics have included Court Organization, Getting Started On The Case, Deciding The Case, and Clerk Behavior. The session concludes with facilitated Questions and Answers. Open to new and returning appellate and Supreme Court law clerks. Offered once annually.

Advanced Appellate Writing

6 contact hours

The Appellate Court Education Committee engages nationally recognized legal writing experts to facilitate this six-hour Continuing Legal Education, hands-on, writing experience. Both judges and new law clerks have participated in this class which has received excellent evaluations. Open to new and returning appellate and Supreme Court law clerks and appellate judges. Offered once annually.

Automation Training—Infrastructure

The Automation Training Staff (ATS) provides quality computer education and training throughout the state of Missouri to court staff to further support increased efficiency as Missouri moves toward statewide court automation. Course topics include a variety of infrastructure software applications (e.g., Microsoft Word, Microsoft Excel, Lotus Notes, etc.) as well as Missouri's case management software, the Justice Information System (JIS). The Automation Training Staffs' goal is to provide these services in a timely and cost effective manner to all regions of the state by utilizing OSCA staff, contracted partnerships, and regional facilities.

Infrastructure Courses are scheduled by demand. Classes will be scheduled when there are at least five people on a 'waiting list.' If you wish to take one of the courses listed below, notify one of the automation training staff via Lotus Notes or by telephone. When there are enough people to make a class then an e-mail will be sent to the courts and to OSCA staff offering the remaining seats.

Lotus Notes Essentials

1 day

This course is designed to provide the fundamental tools necessary to operate Lotus Notes. The participant will gain a better understanding of Lotus Notes foundations: creating, reading, and replying to mail; using attachments; utilizing the scheduling features; exploring the Missouri Courts Information Center and Missouri Opinions databases; adding databases to the workspace; and special mail routing features. Prerequisite: PC Foundations or Windows 95 or equivalent experience and proficient use of the mouse. Limited to number of terminals in training room used.

Remote Lotus Notes

½ day

This course is designed for the remote Lotus Notes user (those individuals who are not directly connected to a network). The class emphasizes a "behind-the-scenes" look at how and why replication works, and how to work with a replicated database. Discussion also involves trouble-shooting tips. Prerequisite: Lotus Notes Essentials or Windows 95 or equivalent experience and proficient use of the mouse. Limited to number of terminals in training room used.



Log on to **JEWELS** through the Judicial Education Web Site for additional learning opportunities on these and other topics.

PC Foundations

1 day

This course is designed to provide a foundation for understanding the computer and its functions. The topics covered in this class include a brief review of computer terminology and mouse functionality, using Windows 95, which includes desktop settings, customizing user settings, Windows Explorer, and help features. In addition, participants receive instruction on using the Internet for legal research, using Computer-Based Training (CBT), and a brief look at statewide infrastructure applications. Prerequisite: None. Limited to number of terminals in training room used.

Introduction to Word

1 day

This is an introduction to Microsoft Word for Window. Topics covered are entering text, editing a document, spell check, formatting text, auto correct auto text page setup, tabs and using Help. Prerequisite: PC Foundations or equivalent experience and proficient use of the mouse. Limited to number of terminals in training room used.

Word Enhancements

1 day

This course will further your knowledge of Word 7.0 for Windows. Learn how to create headers and footers, create styles, create and use macros, use tables, use mail merge, place graphics in documents, and use the column feature. Prerequisite: Introduction to Word. Limited to number of terminals in training room used.

Introduction to Excel

1 day

This course teaches the basics of Microsoft Excel. Topics covered include: spreadsheet terminology, formatting rows and columns, moving cells and ranges, entering formulas, using AutoSum and function wizard, creating charts, and using Help. Prerequisite: PC Foundations or equivalent experience or Windows 95 or equivalent experience and proficient use of the mouse. Limited to number of terminals in training room used.

PowerPoint

1 day

This course will cover the creation of multimedia presentations, slides, overhead transparencies, and audience handouts using Microsoft PowerPoint. Prerequisite: Advanced Word knowledge and proficient use of the mouse. Limited to number of terminals in training room used.



Log on to **JEWELS** through the Judicial Education Web Site for additional learning opportunities on these and other topics.

Justice Information System (JIS) courses are scheduled as needed within each circuit's implementation schedule.

Justice Information System (JIS) Case Management 1½ days

Justice Information System Case Management (JCM) introduces the user to the basics of navigating the software. This course also covers functions of the JIS Courts software that are common to all case types. Some topics included in JCM are Navigating JIS, statewide Data Entry Standards, creation/maintenance of Persons and Organizations (Parties) in the JIS Courts software, and a hands-on tour of Case.Net—a Web-based public access tool for case information. JCM also explores other functions of JIS that are common to all case types, including user inquiries, running reports, codes and code abbreviations, etc. Prerequisites: PC Foundations, Lotus Notes Essentials, and Introduction to Word or equivalent knowledge.

Civil

2½ days

Using standard civil case process, the Civil Course tours the JIS Courts software beginning with Case Initiation and through Disposition and Judgment. Users will learn to enter and maintain scheduled events, and place entries on the docket including case disposition and judgments. There is also a section that specifically addresses execution and garnishments using the JIS software. Finally cashier functions are practiced. Prerequisite: JIS Case Management course or prior use of JIS.

Probate

1 day

Using standard probate case processing, the Probate course takes users from probate case initiation through disposition. Prerequisite: JIS Civil case processing—users must be familiar with party maintenance, event scheduling and docketing in the JIS Courts software before taking the Probate course.

Criminal

2½ days

Using standard Missouri criminal case process, the Criminal Course tours the JIS Courts software beginning with Case Initiation through Disposition, Sentencing and Judgment. There is also a section addressing the use of JIS for recording Post Disposition Activity including facility tracking and the withdrawal of guilty pleas. Other functions covered in the criminal case processing include entering and maintaining bond information, scheduling events, and placing entries on the docket. Finally cashier functions are practiced. Prerequisite: JIS Case Management course or prior use of JIS.

Traffic

1 day

The Criminal course is a prerequisite for Traffic. Users must be familiar with entering, updating and disposing criminal charges, and disposition and sentencing in the JIS Courts software before taking this course. Using standard traffic violation processing, this course takes users from ticket initiation through disposition. Prerequisite: Criminal case processing course.

Advanced Accounting

3 days

Expert Accounting/Check Processing is an advanced course breaking down the accounting process in the JIS Courts software. Users will learn to assess, edit, receipt and void payments including moneys to be held on deposit and overpayments. Other topics included are managing payment plans, debit accounts, and cashier sessions. Finally advanced accounting procedures like refunds, payables, and reconciliation are performed. Prerequisite: JIS Case Management course and either the civil case processing course or the criminal case processing course

Inquiry

½ day

The JIS Inquiry course is an introduction to the JIS Courts software. This course is specifically designed for individuals that will view case related information entered into JIS. Students will be introduced to the basics principles of navigating the software and data entry standards. The majority of the class covers the inquiry and report processes. Other features of the JIS Inquiry course include discussions on word interface, case file tracking, and Case.net. Prerequisites: PC Foundations, Lotus Notes Essentials, and Introduction to Word or equivalent knowledge. Please refer to the Missouri Court Information Center (MCIC) available in Lotus Notes for a description of each of the above-mentioned courses to determine equivalent knowledge.

JIS Maintenance

1 ½ days

The JIS Maintenance class is an advanced course that takes the user behind the scenes of the JIS Case Management software. Topics such as JIS security, validation and rule control forms are explored and discussed along with advanced reports like time standards, dismissal, and judgment index. Users will learn to add and maintain legal parties and judges in the JIS database, create local word interface templates, and set up QuickFlows for their court. In addition, the users will learn how to troubleshoot and to recover from printing dilemmas and data entry mistakes. Prerequisite: JIS Case Management course and either the civil case processing course or the criminal case processing course.

JIS Word Templates

1 day

This advanced course will be offered to judiciary staff as a post live course. Users will be guided through the creation of local court Word templates from within the JIS software. Prerequisites: JIS Case Management and either civil or criminal case processing.

Justice Information System (JIS) Courses–Web Based Training**Navigation**

2.5-3.5 hours

This course provides an introduction to the 4.1 version of the JIS software. Topics covered include: Parts of 4.1 Form, Menus and Toolbars within 4.1, and Navigating within 4.1. Prerequisite: Experience using JIS 3.0 or other like case processing software.

Initiation

2-2.5 hours

This course provides an introduction to Case Initiation using the 4.1 version of the JIS software. Topics covered include: the Case Initiation Maintenance form, Initiating a Case, Adding Parties to a Case, Maintaining Party Information, Short Docket Entries, Limited Event Entries, Adding Charges, Adding Arrest Information, and Adding Traffic Information. This course includes Civil, Criminal, and Juvenile exercises. Prerequisite: Experience using JIS 3.0 or completion of the CMS 11000 JIS 4.1 Navigation web based module.

Person and Party

2-2.5 hours

This course provides an introduction to the Person based system within the JIS software. Topics covered include: Creating a person in JIS using the Identification form, Maintaining person information using the General Person form, Associating parties to a case using the Party form, and Querying for a person within JIS using the Person Name/ID Query form. Prerequisite: Experience using JIS 4.1 or completion of the JIS Case Management course.

Disposition

1.5-2 hours

This course provides an introduction to the Criminal Disposition process using the JIS software. Topics covered include: the Related Disposition form, Amending Charges, Disposing Charges, and Sentencing. Prerequisite: Experience using JIS 3.0 for Criminal Case Processing and completion of the CMS 11000 JIS 4.1 Navigation and CMS 11050 JIS 4.1 Initiation web based modules or completion of the 4.1 JIS Criminal course.

Inquiry

1-1.5 hours

This course provides an introduction to the main Inquiry forms used within the JIS software. Topics covered include: the Alphabetic Name Search form and the Person/Case History form. Prerequisite: Experience using JIS 4.1 or completion of the JIS Case Management course.

Scheduling

4-6 hours

This course provides an introduction to Scheduling using the JIS software. Topics covered include: Scheduling an event using the Event Scheduling form, Schedule related cases using the Relate/Consolidate Case and Event Scheduling forms, Query on Events using the Scheduling Query form, Viewing a Judge's calendar of events using the Monthly Calendar form, Rescheduling Events using the Supervisor Event Change or the Mass Rescheduling forms, and Recording outcomes for events using the Event Docket form. Prerequisite: Experience using JIS 4.1 or completion of the JIS Criminal or JIS Civil course.

Juvenile Enhancements

2-2.5 hours

This course provides an introduction to Juvenile Management within the JIS software. Topics covered include: Inquiring on a Juvenile using the Juvenile Review form, Viewing case load information for juvenile officers using the Caseload form, Adding medical information for a juvenile using the Medical Information/Needs form, and Adding school information for a juvenile using the School Information form. Prerequisite: Experience using JIS 4.1 or completion of the JIS Juvenile Case Processing course.

Experienced court personnel, in conjunction with the Division of Judicial Department Education and the Office of State Courts Administrator staff, have designed these courses specifically for Missouri's court clerks under direction of the Court Clerk Education Committee.

Programs

Court Clerk College

2 ½ days

The Court Clerk College is offered twice a year, in the fall and spring. This sequence follows both the annual Legislative Update and the judicial fiscal year. Both colleges offer the same content and faculty. This arrangement allows for greater clerk attendance. Each college provides a variety of programming from content courses to round table discussions and from plenary sessions to one-on-one or small group sessions. Recommended for all clerks. Enrollment is limited. Offered twice per fiscal year, the first one is in the fall in either the Kansas City or St. Louis regions and the second one is in the spring in the central part of the state.

Legislative Update

½ day

A review of the legislation passed each year and the impact that these laws have on the state court clerks, specifically the procedural changes they have to make in their duties in the various divisions of the court. These sessions are conducted regionally after the last day the governor can sign legislation and before most of it has to be implemented on August 28. Recommended for state clerk supervisors and managers. Enrollment is limited. Offered regionally every year in which the legislature passes laws that create procedural changes for state courts. Offered in the same locations and on the same dates as the municipal clerks legislative updates.

New Clerk Orientation

2 ½ days

This introductory course presents an overview of the Missouri courts. There is a four-part section on the Business of the Courts covering foundation, structure, responsibilities, and liabilities & resources. Also included are sections on human resources and benefits, personality, professionalism to include customer service and ethics, and an overview of Statewide Court Automation including the ACS Justice Information System. For state court clerks who have been employed for one year or less. Enrollment limited to 30 participants. Offered twice a year, once in the spring and once in the fall.



Log on to **JEWELS** through the Judicial Education Web Site for additional learning opportunities on these and other topics.

Courses

Criminal Case Processing

1 day

This introductory course will cover the following basic actions: filing, managing, disposing and reporting of criminal case activities; identification of proceedings to be heard on the record and resources available to accomplish this; and basic methods of information management with internal and external customers.

Recommended for all state court clerks. Limited to 30 participants.

Decedents Estates and Abbreviated Matters

2 days

An advanced probate course. This course is designed to teach steps specific to the processing of decedent's estates and how to locate and how apply appropriate information from available resources. Topics under Decedent Estates will be openings, wills, granting of supervised and independent letters, distributions, and closings. Topics under Abbreviated Matters include determination of heirs, required administration, small estates, refusals, and presumption of death. Recommended for probate clerks. Limited to 30 participants.

Ethics and Accountability

1 day

This course will cover five major areas: ethics, the unauthorized practice of law, confidentiality, conflict of interest, and customer service. Participants will learn to identify questionable situations and make informed decisions on how to proceed so as to avoid conflict or compromise. Recommended for all clerks. Limited to 30 participants.



Log on to **JEWELS** through the Judicial Education Web Site for additional learning opportunities on these and other topics.

Court Reporter Education

The Court Reporter Education Committee and Judicial Department Education staff have designed the following programs to serve the needs of Missouri's Certified Court Reporters in accordance with Missouri Supreme Court Rule 14. The number of Continuing Education Units (CEUs) offered depends upon the topic(s) and length of each program. According to the Certified Court Reporters Continuing Education Policy instruction is given in sixty-minute hours and court reporters must stay for an entire program to receive credit for having attended; no partial credits are awarded. Judicial Department Education programs are designed for Official Court Reporters but open to Freelance Court Reporters for a fee.

Note: The National Court Reporters Association and the National Verbatim Reporters Association also accredit these programs.

For program information contact Joanne Martin, Court Reporter, 22nd Judicial Circuit via Lotus Notes or telephone at (314) 622-4359.

Programs

Summer Court Reporter Seminar

2 days for 10 CEUs

This seminar is offered concurrently with the Summer Judges College. The program that is offered during the summer seminar will be the same program that will be offered during the fall seminar. The courses run the gamut in presenting "What's New" for Court Reporters. From "Advanced Technology" to "Forensics and the Law" recent topics have been well received and well attended. Offered over two days during the time of the Summer Judicial College.

September Seminar

1 day for 6 CEUs

Recent topics have included "Conflict and Anger Management" and "Unleashing Your Creative Spirit," facilitated by nationally recognized consultant Harriet Cabell Walker. Offered on the Friday before the Missouri Court Reporters Association Annual Conference.

Fall Court Reporter Seminar

2 days for 10 CEUs

This seminar is offered concurrently with the Fall Judges College. The program offered during the Fall Seminar is a repeat of the program offered during the Summer Seminar. The courses run the gamut in presenting "What's New" for Court Reporters. From "Advanced Technology" to "Forensics and the Law," recent topics have been well received and well attended.

Training Standards

- The Juvenile Education Committee identified the core competencies and skill sets all juvenile officers must have to be successful. All juvenile educational programming is driven by those competency and skill requirements.
- The Juvenile Education Committee set training standards for all juvenile officers. Certain courses must be completed within the first 6-months, year, 2-years, and 3-years of employment. On-going professional development mandates juvenile officers obtain a minimum of 24 contact hours per year, of professional development education.
- The juvenile education courses are categorized as Core Courses for Juvenile Probation Officers; Detention Careworker Courses; and Specialized Courses.
- The core courses provide the basic foundational information juvenile probation officers and detention careworkers must have in order to perform their job tasks.
- Specialized classes provide topic-specific information that enhances the professional development of juvenile court staff. These courses are generally offered one time only.

Core Courses for Juvenile Probation Officers

Fundamental Skills for Good Juvenile Probation Practice

40 contact hours

The Missouri Juvenile Justice Association provides a 40-hour certification program Fundamental Skills for Good Juvenile Probation Practice for Juvenile and Family Court Personnel. The course is designed for officers who work with delinquency and status offenders and includes an overview of the following topics:

- History of the Juvenile Justice System
- Missouri Supreme Court Rules
- Missouri Juvenile Code
- Missouri Criminal Code & Charge Codes
- Courtroom preparation and presentation
- Child development/Special needs of youth
- Mental health issues of youth
- Officer safety
- Petition writing
- Assessment and case planning
- Liability
- Balanced and Restorative Justice
- Communication and interviewing techniques
- Ethics
- State, local, and national resources

This course is recommended for new deputy juvenile officers and meets the first year training standards for juvenile officers. This course is limited to 25 participants and is offered three times a year.

Child Abuse and Neglect

22 contact hours

This course will help juvenile officers recognize the characteristics of child abuse and neglect and how these cases are processed through the court system. Discussions will include reasonable effort considerations; best interest of the child; and permanency planning. Guest speakers from the Juvenile Court, Division of Family Services, and Law Enforcement will share information on their roles and responsibilities in child abuse and neglect cases and the resources that are available to assist practitioners with case preparation. This course is recommended for deputy juvenile officers with less than two years of experience. This course is limited to 25 participants and is offered twice a year.



Log on to **JEWELS** through the Judicial Education Web Site for additional learning opportunities on these and other topics.

Motivating Change in Juveniles and Families 17 contact hours
This course has been designed to help participants see their clients through a new “lens” and then utilized tools and techniques to partner with the client to improve the client’s situation. Rather than focusing on problems, the strengths-based approach relies on one’s ability to see the possibilities and then build on those strengths to help the client grow, develop, and ultimately, change their own future for the better. During the program participants will be able to:

- Practice utilizing solution-focused interviewing skills when gathering information from clients,
- Better understand the importance of cultural sensitivity when interviewing, and
- Recognize and diffuse client resistance.

This course is recommended for deputy juvenile officers with less than two years of experience. This course is limited to 20 participants and is offered twice a year.

Officer Safety 17 contact hours
This comprehensive course is designed to help officers work safely in the office, while transporting juveniles, and during home visits. The course stresses being aware of your surroundings, planning to be safe, and verbal de-escalation techniques that will defuse or re-direct an individual’s hostile or aggressive behavior. Some of the topics discussed include searching juveniles; safe transports; incident documentation; stress reduction techniques; and the survival attitude. A representative of the Missouri State Highway Patrol will provide information on methamphetamine and clandestine labs, which pose a special risk for juvenile officers throughout the state. This course is recommended for deputy juvenile officers with less than two years of experience. This course is limited to 20 participants and is offered twice a year.

Courtroom Skills 13 contact hours
This course prepares participants to testify and question witnesses in the courtroom. Discussions include professionalism and ethics for judicial court staff; judicial procedure; evidence preparation and presentation; service of process; drafting of pleadings; witness preparation; and proper courtroom decorum and attire. This course is recommended for deputy juvenile officers with less than two years of experience. This course is limited to 30 participants and is offered twice a year.

Detention Careworker Courses

Fundamental Skills for Detention Careworkers 40 contact hours
The Missouri Juvenile Justice Association provides a 40-hour certification program Fundamental Skills for Detention Careworkers that specifically addresses the needs of detention personnel who work with youth in secure or non-secure detention facilities. The course provides a high-level overview of the following topics:

- History, role and function of detention
- Missouri laws relating to detention, juvenile rights and liability
- Behavior observation and daily programming
- Documentation and report writing
- Suicide prevention
- Adolescent development
- Verbal de-escalation
- Positive reinforcement
- Conflict resolution
- Managing mentally disordered youth in a detention facility
- Crisis management
- Safety and security

This course is recommended for detention personnel with two years or less experience and meets the first year training standards for detention personnel. This course is limited to 30 participants and is offered three times a year.

Workplace Standard First Aid with AED Instructor Course

24 contact hours

The Workplace Standard First Aid with AED Instructor Course is a program designed for detention workers responsible for training First Aid and CPR in their facility. In order to teach the American Red Cross Workplace Standard First Aid with AED, candidates must be thoroughly familiar with the participant manuals, videotapes and instructor's manual. The final testing sessions will test your knowledge of the participant booklet, videotapes, Workplace Adult CPR with AED, and First Aid. Candidates must also successfully demonstrate the following skills:

- Checking the victim
- First aid for choking, on a conscious and unconscious adult
- Rescue breathing on an adult
- CPR on an adult
- Controlling external bleeding
- Applying a sling

And, learn how to do the following:

- Demonstrate the qualities required of an American Red Cross representative and role model
- Work with your local American Red Cross unit
- Plan, conduct and evaluate the American Red Cross Workplace Standard First Aid and AED Courses
- Maintain complete and accurate records and reports
- Develop a plan to keep your skills up to date.

Candidate Evaluation

To successfully complete the instructor course, candidates must meet the above objectives and:

- Attend all sessions
- Satisfactorily address the group and conduct a lesson plan from the instructor manual
- Satisfactorily lead a practice session and evaluate participants' skills
- Pass the final written exam with a minimum score of 80%.

Prerequisite

It is strongly recommended that if you have not attended a basic level course in the past year that you do so before attending the instructor course.

Specialized Courses

Gender-specific Programming for Adolescent Female Offenders

12 contact hours

Nationally recognized expert on gender-specific programming, Dr. Sheila Peters, will facilitate the two-day Gender-specific Programming for Adolescent Female Offenders course. The program utilizes Dr. Peters' holistic model, which is relationship-based, strengths-based, and health-based. The program will focus on the reasons why girls need gender-specific programming and the attributes of effective gender-specific programs. Dr. Peters will provide the participants with a myriad of training resources they can use when developing and implementing gender-specific programming that meets the needs of the adolescent females they work with.

Sheila Peters, Ph.D., is a licensed Clinical Psychologist specializing in work with vulnerable child and adolescent populations; her expertise includes youth development and juvenile justice programming, planning, evaluation, training, and technical assistance. Dr. Peters literally "wrote the book" on gender-specific programming for adolescent females and serves as Senior Program Manager for the Gender-Specific Programming for Girls Training and Technical Assistance Initiative, funded through OJJDP.

This course is recommended for juvenile court personnel who work with adolescent female offenders. This onetime course will be held July 15-16, 2003, and is limited to 70 participants.



Log on to **JEWELS** through the Judicial Education Web Site for additional learning opportunities on these and other topics.

Distance Learning Opportunities

Grant Proposal Writing Videoconference 3 contact hours

Jeff Barlow, OSCA's Grants Administrator, will facilitate a three-hour videoconference on locating potential funding sources and writing effective grant proposals. Discussion topics will include:

- Developing ideas for the proposal
- Identifying funding sources
- Components of a proposal
 - Proposal Summary
 - Organizational Overview
 - Problem Statement
 - Project Objectives
 - Project Design
 - Project Budget
 - Evaluating the Project
 - Future Funding
- Helpful Resources

This one-time course offering has been designed for court personnel who write, or will be writing grant proposals for their circuit.



Log on to **JEWELS** through the Judicial Education Web Site for additional learning opportunities on these and other topics.

Municipal Judge Education

The Municipal Judge Education Committee and Judicial Department Education staff have designed the following courses to serve the needs of Missouri's municipal judges.

In accordance with Missouri Supreme Court Rule 18 municipal judges that are also lawyers (except Associate Circuit Judges, who do not fall within the ambit of the Rule) must earn and report five (5) hours of continuing legal education (CLE) annually. Non-lawyer judges must earn and report fifteen (15) hours of continuing legal education annually. Additionally, both classifications of judges must earn and report three (3) hours of Judicial Ethics/Professionalism in each three-year reporting cycle. Municipal judges do not have to acquire continuing legal education during the reporting year in which they are newly appointed or initially elected.

The number of CLE credits offered depends upon the topic(s) and length of each program.

Fall Seminar 1 day

Traditionally the Municipal Judge Education Committee offers a Fall Seminar. The program varies annually covering a broad range of topics. Always included in the program format are Legislative Update and Case Law. Other recent topics have included Collecting Fines, Sentencing, Judicial Demeanor and Mental Health & The Courts. Open to all municipal judges. Beginning with the last Friday in September, Fall Seminar is offered at five separate sites on each subsequent Friday.

The Trial Judge Education Committee and Judicial Department Education staff designed the following courses to serve the needs of Missouri's trial judges and commissioners. These courses have been developed in accordance with Missouri Supreme Court Rule 15 and with the guidance of the Coordinating Commission for Judicial Department Education. The number of Continuing Legal Education (CLE) credits depends on the topic(s) and length of each program. A single CLE credit "hour" consists of fifty minutes of instruction.

Judicial College

1 week

The Judicial College is a weeklong program that is offered twice a year, summer and fall. Each day of the College focus on a different core judicial topic: Civil Law, Criminal Law, General (Evidence, Ethics, and Access), Family Law, and Juvenile Law. The morning sessions are mandatory with elective sessions in the afternoons. Morning sessions include updates on developments in Missouri law, Supreme Court Rules, and legislation. Participants can choose to attend part of the College or stay for the entire week. CLE credits are based on the number of sessions each participant attends. Open to appellate judges, trial judges, court commissioners and eligible senior judges (those that have worked 15 days or more the past year). The colleges are limited to 180 participants each. Offered twice a year.

Judicial Orientation

1 week

Judicial Orientation is a weeklong program that is mandatory for all new judges and commissioners. The program covers information essential to being an effective judges. Topics include judicial ethics, fact-finding, professionalism, diversity, evidence issues, jury/non-jury trials, case management, family and juvenile law, small claims and landlord tenant pro se litigation. Time is also scheduled for group discussions of the materials covered and a panel discussion by former jurors on their perspective of the courtroom experience. This program is mandatory for all new trial judges and commissioners that have taken the bench since the last Judicial Orientation. Offered once a year in February or March.

Trial Skills Seminar

2 days

Trial Skills is a two-day intensive bench skills seminar designed to explore issues that affect trial judges and commissioners. The goal of the program is to focus on a specific area of the law and provide participants with knowledge that will assist them in handling the issues they will encounter. The seminar has a rotating schedule of topics that includes Evidence, Family Law, Civil Law, and Criminal Law. Past seminars have focused on child witnesses, capital murder cases, and the division of property in dissolutions. Open to trial judges, commissioners, and appellate judges. Limited to 50 participants. Offered once a year.

Custody and Visitation Symposium

2½ days

The Trial Judge Education Committee is excited to sponsor the National Council of Juvenile and Family Court Judges' Custody and Visitation Symposium. Judges, mediators, and evaluators from across the United States have attended this national program. Participants of the Symposium will explore the challenges and complex issues facing family court providers, as well as discuss the merits of current and established research and trends. Open to all judges, commissioners, and appellate judges. Limited to 48 participants. Offered April 23-25, 2003. Non-repeating program.



Log on to **JEWELS** through the Judicial Education Web Site for additional learning opportunities on these and other topics.

Supervision Program

The Management Development Institute of Southwest Missouri State University (SMSU) offers a number of programs for working professionals. The Division of Judicial Department Education hosts one of their programs.

The Supervision Certificate Program

The Supervision Certificate Program is designed to help experienced or new supervisors gain knowledge and skill in areas such as employment law; interviewing, orienting and training; performance appraisal; conflict management; leadership development and others. Supervisors who complete this program will be better able to make effective decisions, solve problems, resolve conflicts, get ideas across, understand others, avoid pitfalls, gain cooperation, control stress, and earn trust and respect.



Log on to **JEWELS** through the Judicial Education Web Site for additional learning opportunities on these and other topics.

Supreme Court of Missouri

Office of State Courts Administrator

**Providing exceptional service to the courts
of Missouri and promoting excellence
in judicial administration.**

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